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MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2006

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Philip Ingram, CO**

Under Contract 68-R9-01-01

**Submitted
by**



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**EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9**

**Monthly Report
July 2006**

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on July 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on July 24.

The Records Center Performance Measurement Reports were submitted to the TOAM on July 10.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on July 18.

The semi-annual property inventory was conducted and the list of EPA property contained in the Records Center was submitted to the TOAM on July 20.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan for the Closeout of Contract 68-R9-01-01 and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,062 documents and edited 3,748 index records in the Superfund Document

Management System 2 (SDMS2) database.

A Librarian IV eliminated the indexing backlog of the Treasure Island Naval Station site this month.

The site assessment Librarian IV received 25.6 lft. of new documents, of which 10.8 lft. were federal facilities documents, and processed 22 new sites. In addition, 1.5 inches of Oil Facility Response Plans material were received.

Staff shifted approximately 16 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 6 site files, reorganizing, purging duplicate documents, and revising the indexing on SDMS when needed.

On July 20, staff met with RPM Carl Warren to discuss documents from the Leaking Underground Storage Tanks Indian Country Project. Indexing issues were resolved so that work on this project could move forward.

On July 25, staff met with RPM Jeffrey Inglis to discuss procedures for handling non-decisional Preliminary Assessments, Site Inspections and HRS Scoresheets. Procedures were clarified so that work on these types of documents could proceed.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

32.5 lft. of documents were collected from 75 Hawthorne. A total of 11 Transfer of Records forms was processed.

2.9 lft. of documents were retrieved from off-site storage at the FRC. 130.1 lft. of documents were returned to the FRC for refiling.

305 lft. of records for 21 new accessions were sent to the FRC in San Bruno in July.

Document Processing staff processed documents (which includes removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Frontier Fertilizer Update 3 Administrative Record (.2 lft.).

Staff performed quality assurance on .1 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on July 21. The Contracts On-Site Box Storage Report was updated on July 5, 10, 18, and 27.

Staff checked .4 lft. of unindexed San Fernando Valley documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in

the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured 1,637 documents (68,536 pages) during July.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and to forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 2 SCAP accomplishment documents during the month.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Eight Financial Cost Documentation Packages for the following sites were processed or updated through the Accounting, Program, or Enforcement Final copy:

DEL MONTE CORP (OAHU PLANTATION), OU 01 (SSID 09AG)
MOTOROLA, INC (52ND STREET PLANT), OU02, OU 01 (SSID 09BE)
MOTOROLA, INC (52ND STREET PLANT), OU02, OU 02 (SSID 09BE)
MOTOROLA, INC (52ND STREET PLANT), OU02, OU 04 (SSID 09BE)
MOTOROLA, INC (52ND STREET PLANT), OU02, OU 18 (SSID 09BE)
PALOMAR PLATING CO, OU 00 (SSID 09MT)
PURITY OIL SALES, OU 02, (SSID 0921)

Cost Recovery Department staff scanned 28 documents into the SCORPIOS system. Total scanning hours: 6.5.

The Cost Package Documentation Index was updated on July 5, 10, 18, and 27.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on June 30.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 2.1 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 96 requests for documents, performed 868 database searches in SDMS2, and provided 5,805 documents for EPA staff and other requesters.

Twenty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 6 and June 30 respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

3.1 Freedom of Information Act (FOIA)

Staff provided 23.7 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 15 requests.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 2,391 non-FOIA-related pages for EPA and other requesters and sent approximately 6 pages off-site to a copy service. In addition, staff printed 227 pages from SDMS2.

At the request of EPA staff 4 documents from the Northeast Churchrock Mine and San Gabriel Valley sites were redacted in preparation for upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 25 requests for documents on CD-ROMs. A total of 160,775 pages was copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in July:

- Frontier Fertilizer AR, Update 3, sent July 7
- San Gabriel Valley South El Monte OU AR, Update 3, sent July 21
- Zeibright Mine Removal AR, sent July 17

A Deletion Docket for the TH Agriculture & Nutrition site was compiled, copied, and sent to repositories on July 28.

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No activity occurred in this reporting period.

Future Activities

Staff will send ARs and special collections to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Archival microfilm will be shipped to EPA headquarters for transfer to the Federal Records Center in Suitland, Maryland.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

- The TOM held an all-hands staff meeting on July 26.
- The TOM held a Managers/Supervisors meeting on July 19.
- The TOM held an SDMS Department meeting on July 11.
- The TOM held a Cost Recovery Department meeting on July 11.
- The RIM IV/Assistant Manager held meetings with special projects staff on July 17 and 18.
- The RIM IV/Circulation Department Supervisor held departmental meetings on July 11 and 12.
- The RIM IV/Computer Support Department Supervisor held a departmental meeting on July 11.

The TOM requested and received approval for purchase of: Abbyy FineReader software from Abbyy Software House on July 7, Konica photocopier repair from Caltronics Business systems on July 14, and expandable folders from Ames Color-File on July 17.

Future Activities

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, Librarian IVs gave SDMS training to 5 EPA staff in July. Each staff member was given a copy of the *SDMS User's Manual for EPA Staff*.

At the request of the TOAM, on July 17 the TOM gave new RPM Jose Garcia a tour of the Records Center, introduced him to services offered by the Circulation Department, and trained him on the use of various Express Link online request forms. The TOM gave him copies of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations section of the Management and Technical Services Division for off-site storage (at Richmond Labs) on July 13.

A RIM IV assisted 2 EPA staff persons with technical problems relating to SDMS2 during the month.

At the request of the TOAM staff installed SDMS2 for RPMs Matthew Small on July 12, Leah Butler on July 13, and Michelle Chan on July 24.

At the request of the regional EPA LAN/SAN administrator, a RIM IV upgraded the R9REC server's cryptography module (NICI) to v2.6.7, eDirectory to v8.7.3.4, and installed NetWare Security Update 8. The RIM IV also upgraded the server's back-up software.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on July 19.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in August.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Librarian IV, Sarah Holm Norton began work on the contract on July 3.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized Express Link Work Request forms to submit direction for 27 new projects. In addition, the TOAM submitted 7 requests for information or support in person, via telephone or E-mail.

STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,010	30.2	382.2

Inventories

Records Surveyed	Year to Date
21.5 LFT	297.2 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
305	0	0	562.5 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
77	0	0	0	16	0	0	2	95

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM JUNE 26 THROUGH JULY 30,
WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

SSID	OU	SITE NAME
E5	00	ABCO METAL FINISHING
H1	01	ADVANCED MICRO DEVICES #915
16	00	AEROJET GENERAL CORP RANCHO CORDOVA
16	03	AEROJET GENERAL CORP RANCHO CORDOVA
DJ	00	AMCO CHEMICAL
GU	00	ANACONDA COPPER CO YERINGTON MINE
C6	01	APACHE POWDER
--	00	BELL GARDENS, BERK OIL & PMC
--	00	BELL ORGANIZATIONAL MAINTENANCE SHOP#6
3H	01	CASMALIA RESOURCES
--	00	CONTINENTAL CAN CO USA PLT 80
JT	00	CYPRUS TOHONO MINE
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
--	00	DELCRON MECHANICAL
--	00	DOLSBY HARD CHROME
--	00	EL CENTRO NAVAL AIR FACILITY
CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
H7	01	FRESNO SANITARY LDFL
4R	01	FRONTIER FERTILIZER
EJ	00	GAMBONINI MERCURY MINE
X6	00	HALACO ENGINEERING CO
8M	00	HAMILTON AFB
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
NB	00	INDUSTRIAL ZINC PLATERS INC
17	01	IRON MOUNTAIN MINE
F6	00	JASCO CHEMICAL CO
F6	01	JASCO CHEMICAL CO
74	01	JH BAXTER & CO, WEED, CA
9R	00	KING TUTT MESA AGGREGATE SITE
--	00	LA COUNTY WATTS OPEN SPACE
--	00	LAWRENCE BERKELEY LABORATORY
1A	01	LEVIATHAN MINE
--	00	LIBBY SISTER SITES (ASBESTOS PROJECT)
3E	00	LIBERTY HIGH SCHOOL
47	01	LIQUID GOLD OIL CORP
89	01	LORENTZ BARREL & DRUM CO
--	00	LUST INDIAN COUNTRY PROJECT
8P	00	MARE ISLAND NAVAL SHIPYARD
04	01	MCCOLL
1E	01	MCCORMICK & BAXTER CREOSOTING CO
--	00	MCNARY BROWNFIELDS PROJECT
M6	01	MEW STUDY AREA
C7	01	MOFFETT NAVAL AIR STATION
26	01	MONTROSE CHEMICAL CORP
26	03	MONTROSE CHEMICAL CORP
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)

BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	04	MOTOROLA INC (52ND STREET PLANT)
BE	05	MOTOROLA INC (52ND STREET PLANT)
BE	09	MOTOROLA INC (52ND STREET PLANT)
BE	10	MOTOROLA INC (52ND STREET PLANT)
BE	13	MOTOROLA INC (52ND STREET PLANT)
BE	15	MOTOROLA INC (52ND STREET PLANT)
BE	16	MOTOROLA INC (52ND STREET PLANT)
BE	17	MOTOROLA INC (52ND STREET PLANT)
BE	18	MOTOROLA INC (52ND STREET PLANT)
BE	20	MOTOROLA INC (52ND STREET PLANT)
BE	32	MOTOROLA INC (52ND STREET PLANT)
--	01	NAVAJO NATION URANIUM MINES
--	00	NAVAJO NATION URANIUM MINES (2)
--	00	NAVFAC
K7	00	NEW IDRIA MERCURY MINE
J5	01	NEWMARK GROUNDWATER CONTAMINATION
05	01	NINETEENTH AVENUE LANDFILL
MZ	00	NORTHEAST CHURCHROCK MINE SITE
78	01	NORTON AIR FORCE BASE
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
58	00	OPERATING INDUSTRIES INC LNDPLL
58	01	OPERATING INDUSTRIES INC LNDPLL
J6	01	PACIFIC COAST PIPE LINES
MT	00	PALOMAR PLATING CO
9K	01	PEMACO MAYWOOD
19	01	PHOENIX GOODYEAR AIRPORT AREA
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
21	01	PURITY OIL SALES INC
21	02	PURITY OIL SALES INC
DM	00	QPC (QUALITY PRINTED CIRCUITS)
JW	00	RIALTO COLTON PLUME
BY	01	RIO TINTO COPPER MINE
J7	00	RIVERBANK ARMY AMMUNITION DEPOT
J7	01	RIVERBANK ARMY AMMUNITION DEPOT
PE	00	ROMIC EAST PALO ALTO (REMOVAL)
--	00	SALT RIVER PIMA-MARICOPA INDIAN COMMUNIT
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	01	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	00	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
ES	01	SAN GABIEL VALLEY ALHAMBRA OU
--	00	SAN GABIEL VALLEY AZUSA IRWINDALE STUDY AREA OU
M5	01	SAN GABIEL VALLEY BALDWIN PARK OU
7B	08	SAN GABIEL VALLEY EL MONTE OU
7B	09	SAN GABIEL VALLEY EL MONTE OU
--	00	SAN GABIEL VALLEY MONROVIA OU
8V	04	SAN GABIEL VALLEY PUENTE VALLEY OU
8V	05	SAN GABIEL VALLEY PUENTE VALLEY OU
M2	03	SAN GABIEL VALLEY RICHWOOD OU
4X	01	SAN GABIEL VALLEY SOUTH EL MONTE OU
4X	05	SAN GABIEL VALLEY SOUTH EL MONTE OU

M3	04	SAN GABIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
M4	01	SAN GABIEL VALLEY WHITTIER NARROWS OU
M4	02	SAN GABIEL VALLEY WHITTIER NARROWS OU
44	00	SELMA TREATING CO
44	01	SELMA TREATING CO
--	00	SIMPSON SHASTA RANCH
--	00	STANDARD SLAG CO ATLANTA MINE
HQ	00	STEELER INC DRYWALL CONSTRUCTION SUPPLY
81	01	TH AGRICULTURE & NUTRITION CO
Q5	01	TRACY DEFENSE DEPOT
M7	01	TRAVIS AIR FORCE BASE
8R	00	TREASURE ISLAND NAVAL STATION
09	03	TUCSON INTL AIRPORT AREA - HUGHES/TUCSON
R3	01	UNITED HECKATHORN, RICHMOND
1Z	00	VAN DER HORST CORPORATION OF AMERICA
--	00	VAN WATERS & ROGERS INC S RIVER RD
97	01	WESTINGHOUSE ELECTRIC (SUNNYVALE PLANT)
NA	00	ZEIBRIGHT MINE